



Ref.No. Conduct/Pract./May-2021/1175

Dates: 26.04.2021

Subject: Conduct of Practical Examinations (Online Mode) of UG and PG courses May -2021 and Uploading of Internal & External Awards on the portal.

I am directed to inform you that for the Practical Examinations of 4th, 6th & 8th Semesters of UG & PG Course (Regular & Re-Appear) May-2021. (Except B.Tech. and MCA 4th semester Students) shall be conducted during the period from **04.05.2021 to 11.05.2021**. After conducting the practical examinations the concerned Institution / UTDs shall upload the marks awarded by the Practical Examiners & Internal Awards of all Theory & Practical subjects on the University online portal by **18.05.2021** and submit **all attendance sheets, hard copies of the award sheets & Remuneration / TA-DA Bills (if any) to the office of the Controller of examination by 20.05.2021 with Signature & Stamp of Head of Institution.**

Important Notes:-

- I. University Web-Portal will be opened from **01.05.2021 to 18.05.2021** for uploading of all Internal & External Awards (Theory & Practical Subjects).
- II. External Practical Examiner(s) will be invited by the Head of Institute from panel of examiners approved by BOS of the University / nearby Institutions (affiliated with this University). Internal Examiner will be appointed by the head of the Institute. Faculty members of UTDs of JCBUST YMCA may be requested to conduct of practical examinations in affiliated Institutions.
- III. Payment of remuneration for external and internal examiners is to be made by the University after receiving the bills through DBT in examiners account. UTD's / Institutes are requested to submit signed copies of Remuneration bills to the University.
- IV. The practical examinations of Re-appear students shall be conducted in their respective Institution / UTDs.
- V. Practical examinations can be conducted by the Institution on any Saturday / Sunday **(No double remuneration is allowed in case of Practical Examination is conducted on holidays).**
- VI. While submitting traveling bills (if any) the practical examiner must be required to clearly mention their full name, designation of parental Institution, FPL, name of practical exam and semester and enclose a attendance letter issued by the Chairperson / Head of Institution where practical exam was conducted. Traveling allowance will be payable to external examiner (only).
- VII. Attendance sheets & award lists can be down loaded from your login on the portal www.jcboseustymca.co.in. Director-Principal of Affiliated Institutions / Chairperson of UTDs is requested to ensure that admit cards are issued only to those students who fulfill the eligibility criteria to appear in examinations and have filled their examination form. Manual Attendance Chart & Award Sheet is enclosed for students who have not registered on the University web-portal (EIT Students only).
- VIII. External examiners will fill the awards in hard form and same will be uploaded on the University portal by the internal examiners/ Institution.
- IX. For practical's, rate of remuneration for external/internal examiners is Rs. 20/- per student for UG/PG courses subject to a minimum of Rs. 500/-. Similarly, for technical staff rate of remuneration is Rs. 5/- per student subject to minimum of Rs. 50/-
- X. **Students of BBA 6th & MBA 4th semesters are allowed for appearing in project / viva-voce practical exams only after deposition of their project evaluation fee, as per notification issued by the University (if any student not deposited their project evaluation fee, he/she will not to be allowed in the project practical exam).**



26/04/2021



J. C. Bose University of Science & Technology YMCA Faridabad

(formerly YMCA University of Science & Technology)

Sector 6, Faridabad (Haryana, India) - 121006

A State Govt. University established vide State Legislature Act 21 of 2009



{Page-2}

XI. Hard Copy of the following is to be submitted to COE office up to **20.05.2021** in two separate envelopes as:

- Attendance chart / Hard copy of awards (duly signed by the Head of Institute) & Summary sheet in the format

Sr. No.	Course Name	Dept.	Subject name & Code	Date of practical exam.	Name of External examiner with address	Name of Internal examiner	No. of students allotted / examined	Remuneration amount of external / internal examiner	TA/DA (if any)	Bank A/c No & IFSC Code

Head of the Institute / Chairperson UTD
(With Stamp)

- Remuneration bills as per University format

(Please note TA by own vehicle has to be paid only when claimant submits copy of RC of the vehicle, if any)

Please note that all the Performa should be filled in completely. Incomplete remuneration /TA or DA forms will be summarily rejected. All envelops being submitted to this office should be super scribed with the contents of the envelope.

You are requested to submit all the bills related to a particular practical exam collectively like remuneration of internal/external/technical/supporting and TA/DA in a single bunch.

Sacn 1, 04.05.2021
Assistant Registrar (Exams),

for Controller of Examinations

- The Director / Principal of affiliated Institutions and the Chairpersons UTDs

Copy to

- System analyst, to open the portal for filling of awards, accordingly
- PA to VC / Registrar for kind information

